



DDS REMINDS PROGRAM INSTRUCTORS TO RENEW THEIR CERTIFICATIONS PRIOR TO EXPIRATION

The DDS would like to take this opportunity to remind all Instructors of the importance of keeping their certifications current. Instructors should be aware of their expiration date and begin the renewal process within 30 to 60 days prior to that date. Programs should also be mindful of the certification status and expiration of their Instructors. Programs should ensure that a copy of the Instructor's most current certification is included in the Instructor's Personnel File that is maintained at the program location.

All Instructor certifications are valid for a period of four (4) years from the date of issuance. As a courtesy, DDS mails renewal notices to remind Instructors of their approaching expiration date. The renewal notices are mailed to the address on file for the Instructor. Therefore, it is imperative that DDS has current information and is notified of address changes, name changes, or any other change that may affect certifications.

Effective November 1, 2011, the DDS will utilize the following process when an instructor has taught after their instructor certification has expired:

1. Once Regulatory Compliance Division has become aware of the violation, we will immediately notify the Instructor and Program in writing.
2. If the Instructor wishes to continue to operate as an Instructor, they will be given 15 calendar days to submit a completed Recertification Application. Please be advised that the Instructor will be prohibited from teaching until the renewal process is complete and their application has been approved.
3. If the instructor fails to begin the renewal process within 15 calendar days following receipt of the Instructor Expiration Notice, an administrative fine in the amount of \$250 will be imposed against the instructor.
4. If the Instructor teaches after receipt of the Instructor Expiration Notice and before their recertification has been approved, an additional administrative fine in the amount of \$250 for each class taught will be imposed against both the Instructor and the School where the violation occurred.

Programs are encouraged to contact the DDS if there are questions about the status of an Instructor's certification. As always, it is our goal to provide faster, friendlier and easier customer service to the citizens of Georgia.

October 21, 2011